

CLASSIFICATION: RIGHT-OF-WAY APPRAISER I

Class Code: 7761-19

Date Established: 04-30-58

Occupational Code: 9-2-6

Date of Last Revision: 07-23-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To provide technical support for the department concerning the preparation and review of condemnation appraisals.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Appraises property of limited complexity to estimate value upon which land damage awards are based.
- Checks accuracy of real estate transfer data relevant to appraisals submitted for review.
- Collects information from registrars of deeds, public officials, bank officials, and real estate brokers regarding sales transactions to collect property value data.
- Assists appraisers in the field by locating sales data, inspecting sales and subject property, and interviewing land owners and public officials.
- Completes opinion of value reports for surplus real property to be sold.
- Measures and writes descriptions on all types of property.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years of experience in the field of real estate appraisal or sales. Each additional year of approved work experience may be substituted for one year of required formal education.

OR

Education: Associate's degree from a recognized college, university, or technical school. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years of experience in the field of real estate appraisal or sales. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

RECOMMENDED WORK TRAITS: Knowledge of mathematics to include algebra and trigonometry. Knowledge of land survey methods. Knowledge of how to read and interpret a project plan that is developed by Highway Designers. Knowledge of current rural and urban real property values, valuation work and appraisal techniques. Knowledge of laws and methods pertaining to the appraisal of all types of real property. Knowledge of various types of construction and familiarity with detail plans and specifications. Ability to present ideas clearly and to prepare detailed reports and records. Ability to meet and establish effective relationships with property owners and the public. Ability to prepare plot plans and descriptive sketches of property being appraised. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.